NEW U.S. PASSPORT CHECKLIST:

☑ Form DS-11: Application for a U.S. Passport
  • Application and instructions available online at www.state.gov or in the Learning Abroad office
  • Do not sign the application until requested to do so by a Passport Agent.

☑ Proof of U.S. Citizenship – Original format, copies and laminated certificates will not be accepted
  • Primary Evidence (one of the following):
    o Previously issued, undamaged U.S. Passport
    o Certified birth certificate issued by the city, county, or state
    o Consular Report of Birth Abroad or Certification of Birth
    o Naturalization Certificate
    o Certificate of Citizenship

☑ Proof of Identity - Original format, no copies will be accepted
  • Primary Evidence (one of the following):
    o Previously issued, undamaged U.S. passport
    o Naturalization Certificate
    o Valid Driver’s License
    o Current Government ID (city, state, or federal)
    o Current Military ID (military and dependents)

☑ One Passport Photo
  • Photo can be taken in the Learning Abroad office, free of charge to current UH students, staff and faculty. General public cost $10

☑ Passport Fees
  • Mandatory Fees (Adult – age 16 and above)
    o Passport Book: $110 (6-8 weeks processing) - *Payable to the U.S. Department of State
    o Facility Execution Fee: $35 – *Payable to the University of Houston
      ▪ UH students will be billed the Execution Fee through Student Financial Services
  • Optional Fees
    o Expedited Service Fee: $60 (2-3 weeks processing) - Payable to the U.S. Department of State
    o Overnight Delivery Fee: $17.13 – (After processing, mailed overnight to applicant) - Payable to the U.S. Department of State

Reimbursement Checklist for current UH Students:
If you are a current UH student, you may be eligible to have the cost of your U.S. passport book ($110) reimbursed. When you submit your U.S. passport application, you will be required to complete a Vendor Setup form, a W-9 form, and a direct deposit form. To complete the forms, you will need:

☑ Social security number ☑ Bank routing number ☑ Bank account number